

ANNUAL EMISSION REPORTING (AER) FOR DATA YEAR 2023



VIRTUAL INFORMATIONAL WORKSHOP

JANUARY 17, 2024

AGENDA

- Program Overview
 - South Coast AQMD Annual Emissions Reporting (AER)
 - CARB Criteria and Toxics Reporting (CTR) Regulation
- What's New for Data Year (DY) 2023
- AER Reporting Process and WebTool
- AER WebTool Demo
- Questions & Answers



Program Overview

AER PROGRAM – SOUTH COAST AQMD RULE 301

Report annual emissions from permitted and non-permitted equipment/processes



Pay emission fees for total emissions that exceeded the thresholds for:

Criteria Pollutants

66 Toxic Air Contaminants
(TACs)

Ozone Depleting
Compounds (ODCs)

WHO MUST SUBMIT A REPORT FOR DY 2023?

It is the responsibility of the facility to submit an annual emissions report if any of the following occur:

Annual Emissions

- ≥ 4 tons/year of VOC, SPOG, NO_x, SO_x, or PM; or
- ≥ 100 tons/year of CO

Subject to the AB 2588 Hot Spots Program

- Annually in addition to quadrennial years

Subject to the state Criteria and Toxic Reporting (CTR) Regulation

- Core CTR Facilities (Criteria, Greenhouse Gas, Elevated Risk Priority Facilities)

AER AND AB 2588 FACILITIES

AER	AB 2588
<ul style="list-style-type: none">• Criteria pollutants, 66 toxics and ODCs• Annual reporting• Fees based on annual emissions over thresholds	<ul style="list-style-type: none">• Public right-to-know program• Annual reporting of criteria pollutants, >400 toxics and ODCs under AER program• Report list of toxics once every 4 years (quadrennial)

CTR FACILITIES

- For Data Year 2023, CTR Regulation requires criteria and toxic emissions reporting if a facility meets any of the following:

PTE* for any non-attainment
criteria pollutant or its
precursor is > 250 tons/year;
or

Subject to State Greenhouse
Gas Reporting Regulation
pursuant to H&S Code
Section 38530; or

Categorized as Elevated Risk
Priority Facility

**Potential to Emit*

FACILITY INFORMATION SECTION (AB2588 AND CTR DESIGNATION)

Work In Progress · Facility ID: 999002 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022

Facility ID: 999002

- 1. Facility Information**
- 2. Status Update
- 3. Combustion Fuels
- 4. Emissions Release Locations
- 5. Emission Sources (ES)
- 6. Report Process/Emissions
- 7. Additional Toxic Substances Production and Usage
- 8. Perform Data Validation
- 9. Review Summaries
- 10. Print Facility Report
- 11. Report Submission

Facility Information

Summary: This section contains general facility information such as business classification, business location, operating schedule, and contact information.

Instruction: Verify that all pre-filled information is correct and fill in any missing information. All fields and checkboxes with a red asterisk (*) must be completed to certify and submit the AER.

Fields and checkboxes that are grey cannot be changed by users. To correct these fields and/or checkboxes, please contact AER staff at aer@aqmd.gov or (909) 396-3660.

General Facility Info

Facility ID	999002
Reporting Year	2022
RECLAIM	<input type="checkbox"/>
RECLAIM Designation	
Title V	<input type="checkbox"/>
AB2588	<input type="checkbox"/>
- AB2588 Phase	3
- AB2588 Reporting Year	<input checked="" type="checkbox"/>

AER	<input checked="" type="checkbox"/>
CTR	<input checked="" type="checkbox"/>
- Core CTR	<input checked="" type="checkbox"/> CARB GHG Mandatory Reporting Regulation (MRR)
	MRR CARB ID: <input type="text"/> *
	<input type="checkbox"/> Over 250 tons/yr (pte) non-attainment pollutants or precursors
	<input type="checkbox"/> Elevated Prioritization Toxic Facilities
- Additional Applicability	<input type="checkbox"/> Actual Criteria Air Pollutants >= 4tpy (100 tpy CO)
	<input type="checkbox"/> Sector Phase 1
	<input type="checkbox"/> Sector Phase 3B

FEE EXEMPTIONS

- Qualifying small businesses*
 - < 2 tons/year (Formaldehyde, Perchloroethylene, or Methylene Chloride)
 - Need to file for exemption
- CTR
 - Abbreviated Reporting
 - PERP



**Small Business is 10 or less employees and \$500,000 or less in annual gross receipts per Rule 102*

USES OF ANNUAL EMISSIONS DATA

- Emissions data is available on South Coast AQMD's Facility Information Detail (F.I.N.D.) webpage and used as a basis for fees
- Other use include:
 - Criteria and Toxics Emissions Inventory
 - AQMP and Rule Development
 - Compliance Verification
 - Identification Facilities Subject to Programs (Title V)
 - Establishing Emission Reduction Credits
 - Revenue Projection for Air Quality Programs
 - Statewide Emissions Inventory

DUE DATE FOR DATA YEAR 2023 AER SUBMITTAL

- Both the AER Electronic Report and Emissions Fee Payment must be received by **5:00 pm on Tuesday, March 19, 2024**
 1. AERs can only be electronically certified and submitted via the online AER Reporting Tool (**no hardcopy submittals**)
 2. Online payment via the AER Reporting Tool made by e-check or credit card (not available for amounts > \$300,000)

ONLINE FEE PAYMENT

Submitted - Facility ID: 999007 - SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) - Reporting period: 2022

Facility ID: 999007

Abbreviated Reporting

1. Facility Information
2. Status Update
3. Combustion Fuels
4. Emission Sources (ES)
5. Report Process/Emissions
6. Additional Toxic Substances Production and Usage
7. Perform Data Validation
8. Review Summaries
9. Print Facility Report
10. Report Submission

AER Report Submission to South Coast AQMD

AER emissions fee of \$45,189.28 is due.

Please note that payment needs to be received by South Coast AQMD before the report deadline - 5/1/2023, or you will be subject to late fees.

Important:

- Please note that online payments made to South Coast AQMD may take up to 24 hours to show up in our system. If you have already made a payment please wait and check your Report Payment Status in 24 hours.
- Please note that your AER Fees Payment has to be processed or postmarked before the deadline or you will be subject to late fees.

Payment Option 1 - Pay via South Coast AQMD Online Payment Portal

[Go to South Coast AQMD Payment Portal](#)

Payment Option 2 - Pay via Check

1. [Print AER Payment Voucher and instructions](#)
2. The AER Payment Voucher and check are first received and processed by Bank of America for check deposits, return receipts for certified mails will be stamped by Bank of America rather than AQMD. Please mail the required AER Payment Voucher and check to the following address:

South Coast Air Quality Management District
Annual Emission Reporting Program
File No. 54493
Los Angeles, CA 90074-4493

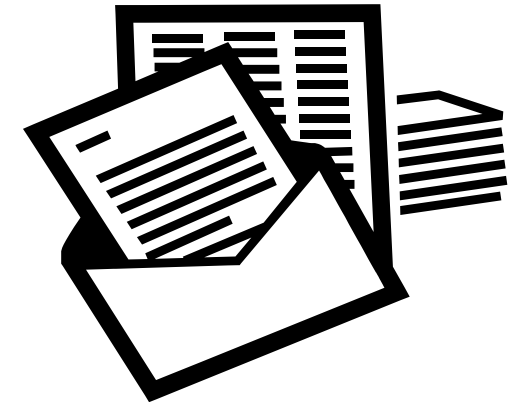
- AER Reporting Tool will automatically generate an invoice during checkout if emissions fees are due
- Click on “Go to South Coast AQMD Payment Portal”

HAVE TO PAY BY PHYSICAL CHECK?

- Print the AER Payment Voucher to submit along with check payable to 'South Coast AQMD' for all fees due
- Mail to (must postmarked by March 19, 2024)
 - **For Regular Delivery**

South Coast Air Quality Management District
Annual Emissions Reporting Program
P.O. Box 54493
Los Angeles, CA 90074-4493
 - **For Express/Overnight Delivery (e.g., FedEx, USPS, Certified Mail)**

Bank of America Lockbox Services
Lockbox 54493
2706 Media Center Drive
Los Angeles, CA 90065



HAVE TO PAY BY PHYSICAL CHECK? (CONTINUED)

- Messenger or Courier Service to HQ*



South Coast AQMD

Annual Emissions Reporting Program

Attn: Cash Management

21865 Copley Drive

Diamond Bar, CA 91765-4178

* Only available Tues-Fri from 7:30 am to 5:30 pm by contacting Cash Management staff from Lobby



WHAT'S NEW FOR DATA YEAR 2023 FOR AER?

WHAT'S NEW FOR DATA YEAR 2023?

- Reporting/Fee Submittal Deadline Tuesday, March 19, 2024 at 5 pm
- AER Website (improved layout and organization)
- Recordkeeping Reminder for 2024 Data Year (CTR Sector Phase 2 Facilities)
- Rule 30I Table III CPI Adjustments of 5.6%

WHICH CTR FACILITIES ARE *NOT* REQUIRED TO SUBMIT A REPORT FOR DY 2023

Subject to the state Criteria and Toxic Reporting (CTR) Regulation

- Additional Applicability Facilities (Sector Phase 1)
- Abbreviated Reporters
- **Reminder – Sector Phase 2 for DY 2024**

UPCOMING REPORTING FOR DATA YEAR 2024

- Reminder for Additional Applicability Facilities – Sector Phase 2
- Examples of Some Affected Common Permitted Processes
 - Gasoline stations (25,000 gallons of gasoline sold per year or more)
 - Auto body shops (50 gallons of coatings per year or more)
 - Construction aggregate processing where asphalt products are also used/produced
 - Bulk petroleum storage and loading



AER REPORTING PROCESS AND WEBTOOL

ACCESSING AER WEBTOOL AND FACILITY REPORT

- Instructions available on AER webpage (<http://www.aqmd.gov/aer>)
 - Help and Support Manual and FAQs
 - Additional tutorial information available within the AER Reporting Tool
- Go to the AER Reporting Tool at <https://aerreportingtoolpro.aqmd.gov/> and register
- Access report using Facility ID# and Facility PIN (from notification letter)



HELP IN AER REPORTING TOOL

AER Home Browse Facilities Access Facility **START HERE**

Submitted · Facility ID: 999007 · SOUTH COAST AIR QUALITY MGT DIST(SCAQMD) · Reporting period: 2022 · **Abbreviated**

Facility ID: 999007 **Status Update**

Summary: This page informs AER staff about any changes in business operation status.

Instruction: Click on the status change check box(es) that apply to the facility. If no changes have occurred, select the "No Changes" check box. If the user believes that the facility is not subject to annual emission fees per Rule 301(e), please contact AER staff at aer@aqmd.gov or (909) 396-3660. Facility shutdown, change of ownership, and/or change of equipment location should also be reported to Permit Services at permitservices@aqmd.gov or (909) 396-3385.

Status Update *

Facility ID

No Change

Report sections have summary instructions

Add New Fuel **i**

Reporters should add Fuels before emission sources (ES)

Action	Fuel Name	Source Name
Open	Natural Gas	
Open	Landfill Gas (Biogas)	841.00 YES
Open	Distillate Fuel Oil No. 2	138.00 YES
Open	Process Associated Gas	840.00 YES
Open	Digester Gas (Biogas)	841.00 YES
Open	Gasoline	125.00 YES

Pan over "i" icons to reveal report entry tips

GENERAL REPORT SECTIONS



1. Facility Information
2. Status Update
3. Combustion Fuels
4. Release Locations*
5. Emission Sources (ES)
6. Report Process and Emissions
7. Additional Toxic Substances Production/Usage*
8. Perform Data Validation
9. Review Summaries
10. Print Facility Report
11. Electronic Report Submission and Payment

* Core CTR Facilities

EMISSION SOURCES (ES)

- Device-Level Reporting (entered as “Emission Sources” or ES)
 - Example 1: A permitted unit (one application number) consisting of a dryer and a printing press = 2 devices (2 ES)
 - Example 2: An unpermitted boiler = 1 device (1 ES)
- Permit Profile Preloaded for Each Facility
 - If device (ES) is not available in the South Coast AQMD permit database, the user must add the device (ES)

EMISSION SOURCE CATEGORIES

- External Combustion
 - Boilers, ovens, dryers, heaters, furnaces, space heaters, afterburners, kilns, incinerators, flares
- Internal Combustion
 - Internal combustion engines, turbines, microturbines, engine test cells
- Spray Coating Operations
 - Open spraying, paint spray booths
- Other Use of Organics
 - Use of organics except in spray coating operations (e.g., printing applications, adhesives)

EMISSION SOURCE CATEGORIES (CONTINUED)

- Storage Tanks
 - Storage tank and dispensing, small aboveground/underground tanks (< 10,000 gallons), tank data imported using *Storage Tank Emissions Upload Files*
- Fugitive Components
 - Applicable only if reporting fugitive emissions from components per South Coast Rule 1173 and 1176 (e.g., valves, flanges, connectors)
- Other Processes
 - Processes not specifically addressed by available process templates
- Process Upsets
 - Applicable for non-routine operations (e.g., upsets, breakdowns, spills)

PROCESS AND EMISSIONS DATA ENTRY

- After emission sources are inputted, data must be completed in the following order:
 1. Identify Process
 2. Enter Throughput/Material Usage
 3. Select Pollutant and Enter Emission Factors

USEFUL AER REPORTING TOOL FEATURES

- Import data from Last Year Report
- Ability to create emissions sources for both permitted and unpermitted operations
- Same screen summary display for all emissions (criteria, toxics, ODC)
- Import function for *Storage Tank Emissions Upload Files*
- Saving of partially completed report
- Upload function for supporting documentation
- Conversion calculator

WHAT EMISSIONS SHOULD BE REPORTED?

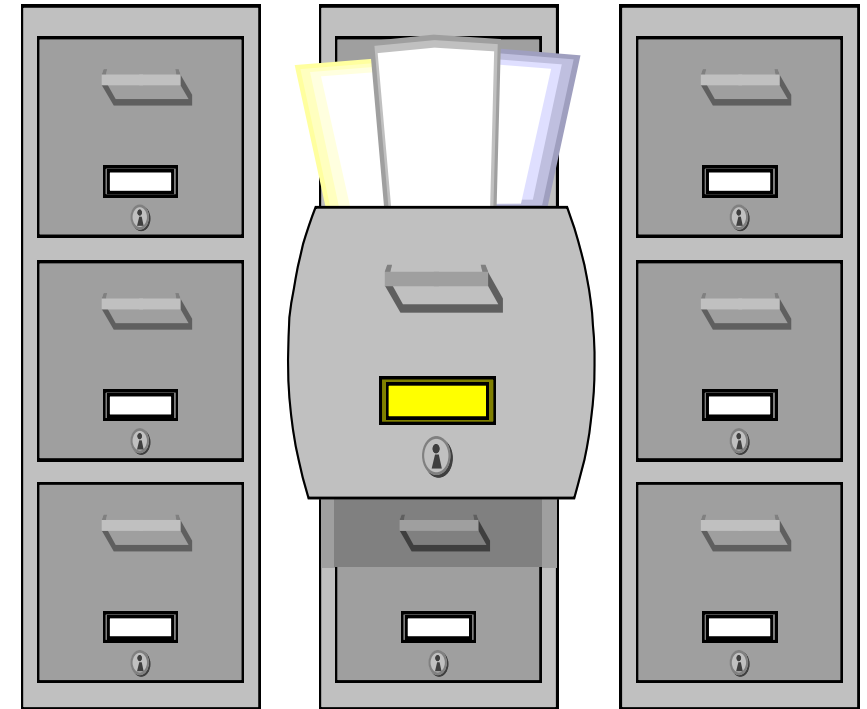
- Report:
 - All listed criteria and toxic compounds available in the AER WebTool emitted in subject year
 - Emissions from all stationary and portable sources, both permitted and unpermitted
- Do Not Report:
 - On-Road and Off-Road Motor Vehicles
 - Architectural Coating Usage (must report if used in manufacturing)
 - Utility Equipment (e.g., lawn mowers, leaf blowers)
 - Charbroilers & Fryers at Restaurants/Eateries
 - Exempt Materials per Rule 102 (e.g., acetone, ethane)

WHAT SUPPORTING DOCUMENTATION DO I NEED?

- References for non-default emission factors:
 - CEMS summary data
 - Source tests (approved or submitted for approval)
 - Method and data for back-calculations
 - Safety Data Sheets
 - Documentation for toxic emission factors
 - Other references (e.g., U.S. EPA AP-42, CAPCOA)
- Control efficiency documentation (e.g., manufacturer's guarantee/certification, source tests)
- For other documentation refer to the Help & Support Manual on the AER webpage

HOW LONG SHOULD RECORDS BE KEPT?

- Maintain copies of supporting documentation for a minimum of 5 years (examples):
 - Completed annual emissions report
 - Throughput, fuel/material usage records
 - Source test reports



AVAILABLE RESOURCES

- South Coast AQMD
 - Tutorial Videos
 - Guideline Documents for AER WebTool New Features
 - Additional Process-Specific Emissions Calculation Guidelines (e.g., diesel engines)
 - AER Help & Support and FAQ Documents
 - List of Facilities Subject to Reporting DY2023
 - www.aqmd.gov/AER
- CARB CTR
 - Fact Sheet and FAQ
 - <https://ww2.arb.ca.gov/our-work/programs/criteria-and-toxics-reporting/guidance-documents-ctr>



AER REPORTING WEBTOOL DEMONSTRATION



QUESTIONS & ANSWERS



PROGRAM
SUPPORTS

AER Webpage

- <http://www.aqmd.gov/aer>

AER Staff

- Email: aer@aqmd.gov
- Hotline: (909) 396-3660

CTR Staff

- Email: ctr-report@arb.ca.gov
- Hotline: (916) 382-0997

AB 2588 Staff

- Email: ab2588@aqmd.gov
- Hotline: (909) 396-3616